

City of Dublin
Heritage Center Park and Museums
6600 Donlon Way
Dublin, CA 94568



2016 Spring Faire

Vendor Application & Guidelines

General Information

Applications are now being accepted for the Annual Spring Faire at the Dublin Heritage Park & Museums. **The event will be held on Saturday, May 7, 2015 from 12noon to 5pm at the Dublin Heritage Park and Museums located at 6600 Donlon Way in Dublin, CA.** Come see what's blooming at the beautiful Heritage Park & Museums!

Application Procedure

1. Complete and sign the Spring Faire Vendor Application. **Application Deadline is May 1, 2016.**
2. Applications may be returned in person or mailed to: 100 Civic Plaza Dublin, CA 94568.
OR - Applications may also be returned to the Heritage Center at 6600 Donlon Way.

Payment

1. Payment can be made by check, money order or cashier's check if made payable to **City of Dublin**.
2. Payment by VISA / MASTERCARD / AMERICAN EXPRESS / DISCOVER can also be accepted upon request.

Vendor Categories

The City of Dublin offers several vendor categories and space is limited in each category. Similar vendor types and mediums will be limited to insure a well-balanced and attractive show.

Antique Vendors

- Antique and vintage items. (Please no reproductions or mass-produced items.) Vendors are responsible for ensuring that their products meet all federal, state & local regulation.

Arts and Crafts Vendors

- Art and hand-made items. Vendors are responsible for ensuring that their products meet all federal, state & local regulation.

Activity Vendors

- Activities (i.e. face-painting, balloon artists) will be accepted if appropriate for the event theme.

Pre-packaged Specialty Foods

- Specialty Foods include pre-packaged unique or gourmet items such as bakery goods, sauces, olive oils and vinegars, spices and seasonings, jellies, jams or honey which are intended to be purchased and taken home.
- Vendors are required to obtain a Health Permit from the Alameda County Department of Environmental Health.

Commercial Vendors

- Commercial Vendors may be considered on the basis of the item, the booth appearance and the overall fit for the theme of the event.

Food Vendors

- Food vendors include those preparing food and beverage for onsite consumption at the event. Selection of vendors is based on quality of food and menu, booth appearance and best overall fit for the theme of the event.
- Food vendors are required to utilize green/biodegradable serving products.
- Vendors are required to obtain a Health Permit from the Alameda County Department of Environmental Health.

Non-profit Groups

- Booth space for Non-profit groups may be available if space permits.

Equipment

Vendors are responsible for supplying their own canopy, tables and chairs. Booths will be located on the lawn area. All booth materials must be in compliance with fire code regulations.

Electricity

There is generally no electricity available for vendors and personal generators are NOT permitted.

Insurance

Vendors are requested to provide Certificate of Insurance Comprehensive General or Comprehensive Personal Liability coverage for a minimum of \$1,000,000 per occurrence or \$2,000,000 aggregate naming the City of Dublin as additionally insured. The certificate must name: *City of Dublin, 100 Civic Plaza, Dublin, CA 94568*. The following statement must appear on the certificate: *Additional Insured Endorsement names the City of Dublin, its directors, agents, or employees are included as additionally insured.*

Acceptance Notifications and Load-In Instructions

Accepted vendors will receive a confirmation by email of their acceptance into the event along with load-in and set-up information. If an application is not accepted, then the payment will be returned in full to the applicant.

Rules and Regulations

1. The Spring Faire is a rain or shine event! There will be no refunds due to inclement weather.
2. Sampling of food or drinks is not permitted without a health permit issued by the Alameda County Department of Environmental Health. (This includes handing out candy, bottled water, etc). If the samples of food/drink are open (not prepackaged), a fully equipped food booth is necessary.
3. Vendors, their staff, employees, and agents must comply with all vendor policies, fire codes, laws, ordinances, and regulations pertinent to health, fire prevention and public safety. Failure to comply may result in expulsion from the event without a refund.
4. A limited number of vendors in any category will be accepted to the festival. Decisions are at the sole discretion of the City and based on, but not limited to: the best interest of the festival, history, level of investment, payment, and date of paperwork received. The Festival reserves the right to admit duplicate businesses based on the Festival needs and size. Exclusivity may be extended at the Festival's discretion.
5. Vendor agrees to allow the City of Dublin to take photos of the booth and product during the event for no additional compensation. Photos taken may be used in City of Dublin promotions.
6. All booths MUST have a tent. Vendors are required to supply their own tent, tables, and chairs.
7. Booth locations are not guaranteed and are made at the discretion of festival management.
8. Exhibitor shall be liable for delivery; handling, erection and removal of his/her own displays and equipment.
9. All displays, merchandise, equipment and staff must be contained within the assigned booth space. No amplified music, walkway solicitation or "barking" is allowed. Staff/Personnel must remain INSIDE your assigned booth. Please note this will be strictly enforced.
10. Walking the grounds to sell merchandise or hand out fliers is not permitted.
11. No helium tanks will be allowed at the festival. Vendor must obtain written permission from the City prior to using the City of Dublin logo or any logo from the City of Dublin website in connection with their business.
12. Booth space must be occupied as assigned, and be open and staffed during all regular hours (12:00 to 5:00 pm).
13. Vendor may not sublet or apportion booth space to anyone else without permission from the Event Director

I have read the rules and regulations included in the "2015 Spring Faire Vendor Information" and I agree to comply with the conditions set forth.

Signature

Date

2016 Spring Faire Vendor Application

Thank you for your interest in the Annual Spring Faire at the beautiful Dublin Heritage Center and Museums!
Please complete and return your application by May 1, 2016. If you have any questions please call (925) 556-4508.

Vendor Information

**Please note that all correspondence regarding the event and other pertinent information will be communicated via email.
Please make note if you would like to be contacted via US Mail.*

<i>Business Name:</i>	<i>Business Phone:</i>
<i>Contact Person:</i>	<i>Other Phone:</i>
<i>Address:</i>	<i>Fax:</i>
<i>City, State, Zip:</i>	<i>*Email:</i>
<i>California Resale License:</i>	<i>Website:</i>

List of Items To Be Sold and Pricing

Vendor must submit photos of booth set up and items to be sold. These photos will not be returned.

	\$		\$
	\$		\$
	\$		\$

Booth Specifications

Each booth space is 10 ft x 10 ft. Additional space require the purchase of additional

If you are selling any food items, you must file for a temporary food facility permit through the Alameda County Department of Environmental Health.

Space Reservation	Number of Spaces	Fee	Subtotal
<i>Antiques or Arts and Crafts Vendors</i>	X	\$40	=
<i>Activity Vendors (i.e Face Painting)</i>	X	\$40	=
<i>Prepackaged Specialty Food Vendors</i>	X	\$40	=
<i>Commercial Booth</i>	X	\$100	=
<i>Food Booth</i>	X	\$100	=
<i>Non-profit Booths</i>	X	\$25	
Total Fees:			\$

Indemnification

In consideration of participation in this program and the use of the City's facilities and premises, and to the maximum extent permitted by law, THE UNDERSIGNED shall, at his/her own expense, indemnify and defend, and hold harmless City and its officers, officials, employees, agents and volunteers from and against any and all liability, loss, damage, claims, suits, actions, arbitration proceedings, administrative proceedings, regulatory proceedings, civil penalties and fines, expenses and costs (including, without limitation, claims expenses, attorney's fees and costs and fees of litigation) of every nature, whether actual, alleged or threatened, arising out of or in connection with the participation of the undersigned and the undersigned's employees, in the program. In addition, the undersigned RELEASES, WAIVES, DISCHARGES, AND COVENANTS NOT TO SUE THE CITY OF DUBLIN, its officers, employees, and agents ("the City") for any loss or damage, and any claim or demands therefor arising out of or in connection with the participation of the undersigned and the undersigned's employees, in the program, whether caused by the negligence of the City or otherwise, while the undersigned is in, upon, or about the premises or any facilities or equipment therein. **I HAVE READ AND VOLUNTARILY SIGN THIS RELEASE AND WAIVER OF LIABILITY AND INDEMNITY AGREEMENT.**

Signature

Date